

Candidate Information Pack

Teaching Assistant - Service Children



Proudly, part of The Leaf Trust Family of Schools

Start Date:	01/09/25 or as soon as possible
Salary:	Grade 9, £28,624 – £31,067 FTE per annum (Actual Salary based on weeks worked and hours: £3,992.51 – 4,333.26 p.a.)
Contract:	Permanent
Hours:	6 per week (9am – 12.00 pm 2 days a week) term time only to include INSET days
Application Closing Date	01/06/25 (midnight) <i>We recommend early application as the school reserves the right to close the advert prior to the stated deadline date</i>
Interview Date	19/06/25

Thank you for your interest in working at Mangotsfield CofE Primary School.

The Role:

The role will involve supporting Mangotsfield's service children with their transitions between schools, as well as addressing their social and emotional needs. Additionally, you will help the school community understand the unique experiences of our service children.

On the following pages of this candidate information pack, you will find details of **how to apply**, a copy of the **person specification** and **job description**. The relevant **application form** is available to download separately on our website.

The Trust and the School:

Mangotsfield CofE Primary School is proud to be part of The Leaf Trust, a family of 14 schools dedicated to providing exceptional learning environments. As a leading Primary and Early Years Trust in the South-West, we prioritise educational excellence, collaboration, and professional development.



Our vision, "**We are the movers and shapers of our future, living life in all its fullness,**" guides everything we do. With 21 classes and 630 children, we foster an inclusive and welcoming school culture rooted in our core Christian values. Our strong partnership with St. James Church and the Bristol Diocese strengthens our ethos, providing meaningful opportunities for reflection, community engagement, and personal growth.

Our evidence-informed teaching approach ensures a broad and enriching curriculum that inspires curiosity and a lifelong love of learning. We are committed to nurturing the whole child—academically, emotionally, socially, and spiritually—so that every pupil flourishes. Our values of respect, kindness, and responsibility are at the heart of our school community.

If you are passionate about high-quality education in a values-driven environment, we would love to hear from you.

What We Can Offer You:

As a Trust:

- **Professional Growth:** Access tailored CPD opportunities, apprenticeship programmes, and support for personal and professional development.
- **Pathways for Progression:** As part of a network of 14 schools, you'll have opportunities for career growth and exciting challenges.
- **Employee Wellbeing:** We prioritise staff wellbeing with annual surveys, Wellbeing Committees, a dedicated staff wellbeing day, and a focus on maintaining a healthy work-life balance.
- **Financial Benefits:** Enjoy excellent pension packages, a Cycle to Work Scheme, and a retail discount platform to help you make savings.

As a School:

- **A Supportive Christian Ethos:** Work in a faith-led environment where values of kindness, respect, and excellence are central to our school culture.
- **A Thriving School Community:** Be part of a welcoming and inclusive school with strong links to the church and wider community.
- **Collaboration and Development:** Work with a highly motivated team, with opportunities to observe and learn from outstanding colleagues both within our school and across The Leaf Trust.
- **A Purposeful Curriculum:** Help shape and deliver a broad and enriching curriculum that meets the needs of our learners and inspires them to reach their full potential.

Visits to the School and Further Information

Visits to the school are encouraged. Please contact the school office on **01454 867400** or at admin@mangoschool.org to arrange a visit. We also invite you to browse our respective websites for more information about our School and Trust:

👉 [Headteacher Welcome Message – Mangotsfield C of E Primary School](#)

👉 [The Leaf Trust](#)



Safeguarding Statement

The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Suitability to work with children and young people will form part of the selection process. All appointments will be subject to vetting, including an enhanced DBS check.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and all convictions or cautions must be declared.

Equal Opportunities Statement

We are also committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.



The Leaf Trust People Pledge

At The Leaf Trust, we are committed to supporting the wellbeing and professional growth of every member of our school community. Our People Pledge sets out six core commitments to ensure all staff feel valued, supported, and empowered in their roles. These pledges reflect our dedication to creating a positive, inclusive, and enriching working environment where every individual can **belong, grow, and succeed**.

As a family of schools, we take meaningful action to uphold these commitments, ensuring our staff experience an environment where they feel valued, developed, and empowered to make a difference.



We are recognised and rewarded



Long service awards



We say 'Thank you and Well done.'



Complimentary lunch with the children



We value family



A flexible and supportive approach to attending appointments and family events



A supportive and flexible approach for those with dependants



Communications policy to protect staff



We communicate well



Annual calendar: consulted and well-publicised



Single point of access for all information. Support and resources: Leaf Portal



Regular briefing sessions and staff bulletins



We each have a voice that counts



School and trust well-being committee



Regular staff surveys and shared actions



Open door policy for SLTs and the Trust executive team



We are always learning



Opportunities for career development encouraged and supported



Career pathways for all job types



Professional growth approach to performance management



We are happy and healthy



Complimentary tea, coffee and squash in the staffrooms



Gym discounts, mental health support and private healthcare discounts.



A sensible approach to workload and a growth model of observations

How to Apply

Completing the Application Form:

Applications must be made on an appropriate official **Leaf Trust** application form which is available from our website. There are two available to download: one for teaching posts and one for support staff vacancies.

The whole of your application form and any additional information may be photocopied for the short-listing panel. Your form should therefore be typed or clearly written in black ink. Whilst additional sheets or supplementary information may accompany your application form, please note that CVs alone will not be considered.

The short-listing/appointments panel will assess applications against the criteria set out in the person specification for the post you have applied for. When completing the application form please ensure that you address these areas in your application, particularly the essential criteria, giving examples to demonstrate how you meet the criteria.

Our preferred method of application is via the Eteach portal 👉 Click **here**. Alternatively, download a copy of the application form from our website to complete and email it back by the closing date specified to: Mangotsfield CofE Primary School, email address: admin@mangoschool.org.

References, Health & DBS Clearance:

All offers of employment with The Leaf Trust are made subject to receipt of two satisfactory employment references, health clearance and an enhanced DBS clearance.

References: Please note that references will be taken up prior to interview. If for any reason you do not wish us to contact a referee prior to interview or a job offer, please indicate this clearly on the appropriate section of the application form.

Health Clearance: If you are offered a post with us, you will be asked to complete an on-line medical questionnaire. An offer of employment will only be confirmed by the Leaf Trust once this assessment has been completed and confirmation of health clearance is received in respect of the role offered to you. Please note that the Health Questionnaires are totally confidential.

Disclosure & Barring Service: The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are expected to share this commitment. The post is subject to appropriate vetting including an enhanced DBS disclosure check before the successful applicant can take up post.

Equal Opportunities Monitoring Form

We hope very much that you will complete and return the Equal Opportunities Monitoring Form, which will be detached from your application upon receipt in the office. We would wish to assure you that the form will be used purely for monitoring purposes.





Mangotsfield CofE Primary School

Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

POST TITLE: Teaching Assistant - Service Children
GRADE: Hay 9
HOURS: 6 per week

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT Application Form / Interview / Presentation / References etc
EDUCATION & QUALIFICATIONS	Meet all Teaching Assistant standards Excellent English and maths skills – equivalent to at least Level 2 in English & Maths	Other relevant qualifications (e.g. Foundation Degree in Education) National Vocational Qualifications in Supporting Teaching and Learning	Application Form – Qualifications to be brought to interview
WORK RELATED EXPERIENCE, KNOWLEDGE AND ASSOCIATED VOCATIONAL TRAINING	Experience working in Primary Schools An understanding and subject knowledge of the National Curriculum An understanding of the context for Service families and the challenges they face Experience of supporting learning to close gaps and ensure good pupil progress Working knowledge and experience of implementing National Curriculum and other relevant learning programmes	Experience working with children across the primary age range An understanding of how the Thrive approach supports children's emotional development	Application Form, Interview and References



	<p>Good understanding of child development and learning processes</p> <p>Constantly improve own practice/knowledge through self-evaluation and learning from others</p> <p>Ability to relate well to children and adults</p> <p>Understand classroom roles and responsibilities and your own position within these</p> <p>Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment</p> <p>Skills to work collaboratively with the team of TAs and class teachers</p> <p>Ability to inspire and motivate others with strong interpersonal skills</p> <p>High expectations of learning and behaviour</p>		
PERSONAL AND PROFESSIONAL QUALITIES	<p>Work effectively as part of a team and contribute to group thinking, planning etc.</p> <p>Effective time management</p> <p>Build rapport with adults and children</p> <p>To be flexible</p> <p>Ability to follow instructions accurately</p> <p>Use own initiative and work independently</p> <p>Excellent communication skills with adults and children, verbally and in writing</p>	Application Form, Interview and References	



	<p>Motivate, inspire and have high expectations of pupils</p> <p>Creative approach to problem solving</p> <p>Ability to adapt quickly and effectively to changing circumstances/situations</p> <p>Work calmly under pressure</p> <p>Ability to critically evaluate own performance</p> <p>Awareness of, and commitment to, equalities issues</p> <p>Ability to record and assess pupil progress/performance etc</p>		
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Mangotsfield CofE Primary School

Job Description

1. JOB PURPOSE

The role will involve supporting Mangotsfield's service children with their transitions between schools, as well as addressing their social and emotional needs. Additionally, you will help the school community understand the unique experiences of our service children.

2. MAIN DUTIES

The particular duties of the MOD teaching assistant will be determined by the MOD lead and will be arranged to meet the needs of the school and pupils being supported. This may include working with pupils with an Education and Health Care plan (EHCP). Activities may be undertaken within the classroom or in an alternative location.

- a) To engage in learning activities with individual pupils or groups of pupils.
- b) To assist the teacher by participating in prescribed activities.
- c) To assist pupils with the proper and effective use of teaching materials, aids and resources, including the use of ICT applications.
- d) To support pupils and families at transition points and provide a thorough induction into Mangotsfield and handover to subsequent settings.
- e) To contribute to the planning and evaluation of activities and the monitoring of pupil progress in liaison with the MOD lead.
- f) To contribute to the production and preparation of teaching and display materials, including the preparation and/or modification of teaching materials to meet the needs of individual pupils or groups of pupils.
- g) To understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence.
- h) To support designated pupils with special needs through delivery of appropriate aspects of the EHCP, and to participate in reviews, as required.
- i) To attend to pupils' personal needs, including social and health training, hygiene and basic first aid (this may include administration of medicines by agreement and subject to any appropriate training being provided).
- j) To contribute to effective team practice by attending and participating as appropriate, in staff meetings and in-service training. To contribute to the support provided to less experienced Teaching Assistants, parent helpers and students on work experience placements.
- k) To contribute to the supervisory arrangements for pupils during break times and on out-of-school activities.

- l) To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- m) The postholder will also be expected to act as an adult role model and support school policies when dealing with pupils or visitors to the school.
- n) To arrange events and worships, with support, to celebrate key points in the military calendar.

